

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	R	20 Dec
2. ADDA		
3. DDA		
4. Registry		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

No action per DDA!



STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OLL				
16	C/PAO				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
		SUSPENSE _____ Date			

Remarks

 Executive Secretary
12/16/83
 Date

STAT

U. S. PROFESSIONAL DEVELOPMENT INSTITUTE, INC.

1805 Powder Mill Road, Silver Spring, Maryland 20903

(301) 445-4400

NO A REGISTRY
FILE: 100-30

Executive Registry

83-6025

Dear Federal Executive:

83-1603/7

Never before have so many efforts been underway to improve the management of the Federal government. Reform '88 embodies a long-range program to institute lasting management improvements, and demonstrates the Administration's commitment to achieving these improvements.

The enclosed brochures describe Reform '88: The Mandate for Management Improvement, a conference to benefit all Federal managers. The conference will focus attention on the major needs for administrative reform and on the principal current and future initiatives required to achieve better management in the national government.

The program includes the recommendations of the Grace Commission; implementation of the Federal Managers' Financial Integrity Act; and issues relating to automated information technology and its impact on public management. Principal speakers include Joseph R. Wright of OMB, Ralph C. Bledsoe of the White House staff, and J.P. Bolduc, Chief Operating Officer of the President's Private Sector Survey on Cost Control in the Federal Government.

Please take time to examine the brochures to see how the conference will foster improvement efforts in your agency. Extra brochures have been included for other members of your staff responsible for management improvement.

Sincerely,

Peter Zuckerman

Peter Zuckerman
Program Director



Seminars

• Conferences

• Publications